



**Project Manual**  
**for**  
**The Goddard Conference Room Renovations**  
**for**  
**Administration Building**  
**Delaware River Basin Commission**  
**25 State Police Drive**  
**West Trenton, New Jersey 08628**

**Prepared By:**  
**Alfredo R. Trevino, AIA**  
**690 Lawrenceville Road**  
**Lawrenceville, NJ 08648**

**November 6, 2015**

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**Proposal Form**

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**The Goddard Conference Room Renovations**

**For Administration Building  
For  
Delaware River Basin Commission  
25 State Police Drive  
West Trenton, New Jersey 08628**

**Proposal of:**

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[Name of Firm]

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[Address of Firm]

**Proposal for:** The Goddard Conference Room Renovations at Administration Building  
For Delaware River Basin Commission, 25 State Police Drive,  
West Trenton, New Jersey 08628

**Attention:** Mr. Richard C. Gore. Chief Administrative Officer

Dear Mr. Gore:

- A. Having carefully reviewed and examined the Contract Documents entitled "BID PACKAGE , 25 State Police Drive, West Trenton, New Jersey" dated March 17, 2015 as well as any "Addendum Documents" issued pertaining to the Contract Documents, all as prepared by Alfredo R. Trevino. and Guest Engineering and having inspected the site and existing building conditions affecting the work, the undersigned proposes to furnish all labor, material and equipment called for by said documents for the following lump sum BASE BID amount of:

Dollars [\$\_\_\_\_\_]

- B. The above lump sum BASE BID amount is further broken down as follows:

B.1 Lump sum amount of all labor costs: [\$\_\_\_\_\_]

B.2 Lump sum amount of all material costs: [\$\_\_\_\_\_]

B.3 Permits to be paid by the contractor and owner  
will reimburse the contractor with no mark-up.

- C. An ADD-ALTERNATE amount shall be added to the total of the base bid for the proposed HVAC unit on drawing H-1

C.1 Lump sum amount of all labor costs: [\$\_\_\_\_\_]

C.2 Lump sum amount of all material costs: [\$\_\_\_\_\_]

C.3 Permits to be paid by the contractor and owner  
will reimburse the contractor with no mark-up.

## **Proposal Form**

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**Proposal of:**

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[Name of Firm]

- D. The undersigned further acknowledges receipt, review and examination and incorporation herein of any bulletins or addenda issued by the Guest Engineering:  
[Describe]

**Addenda No.**\_\_\_\_\_ **Dated**\_\_\_\_\_

**Addenda No.**\_\_\_\_\_ **Dated**\_\_\_\_\_

**Addenda No.**\_\_\_\_\_ **Dated**\_\_\_\_\_

**Addenda No.**\_\_\_\_\_ **Dated**\_\_\_\_\_

The above addenda are part of the Contract Documents as though originally incorporated therein.

- E. Schedule of Alternate Prices:

N/A

- F. Schedule of Unit Prices;

N/A

## **Proposal Form**

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**Proposal of:**

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[Name of Firm]

- G. The undersigned further agrees that if awarded the Contract he will commence work within ten [10] days after receipt of written notice to Proceed and that he will complete the work within the time period indicated in his proposal.
- H. The undersigned hereby designate, from attached Schedule A, "Project Schedule", the time periods required and related schedule of events required for him to perform all work.
- I. The undersigned further agrees that if he is notified by the Owner of acceptance of this proposal within thirty [30] days of the time set for opening of bids, that he agrees to execute a contract for the above work and for the above stated compensation in the form of the Standard Form of Agreement between Owner and Contractor, AIA Document A 101

**Dated:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Firm Address:** \_\_\_\_\_

**By:** \_\_\_\_\_  
[name] [title]

\*\*\*\* Attach Schedule A "Project Schedule" to this Proposal \*\*\*\*

## **A-DESCRIPTION**

This project consists of renovations to the Goddard conference room of the Delaware River Basin Commission's Administrative Building located at 25 State Police Drive, Ewing Township, Mercer County, West Trenton, New Jersey.

New work required shall include, but not necessarily be limited to, the following major items:

- a. Inspection of site, exterior and interior of building and utilities.
- b. Job cleanup on a daily basis and at final completion.
- c. Disposal of all debris, unusable materials, etc. off site legally.
- d. Removal, handling and disposal of any hazardous materials in accordance with regulating agencies, such as the N.J. Department of Environmental Protection.
- e. Removal of all equipment at completion of the job.
- f. All work specified on the project plan set and all work that needs to be performed that is not specified to complete the work.
- g. DRBC hours of operation are 7:00 am to 5:00 pm Monday through Friday.

## **B- CONDITION OF THE WORK**

- a. Each bidder shall inform himself fully of the conditions relating to the construction and labor under which the work under this Contract shall be performed.
- b. Failure of Bidder to do so shall not relieve a successful Bidder of his obligation to furnish all materials and labor necessary to carry out the provisions set forth in his bid.
- c. Extra payments will not be authorized for work that could have been foreseen by a careful examination of site, building and existing conditions relating to the work.

## **C- BID BASIS**

- a. Bids shall be submitted on a LUMP SUM basis.
- b. The Bidder's attention is directed to the fact that if the bidder shall perform work on this project based upon using non-union labor, the bid submitted for this project shall include all labor costs strictly in accordance with the Davis- Bacon Act.
- c. The Bidder shall, unless otherwise specified, submit a total Contract price which shall include:
  - All labor and materials required.
  - All equipment and incidentals required.
  - All shipping and handling charges required.
  - All costs related to warranties [or guarantees]
  - All bonds, including Bid Bond or Bid Bond in the form of a Certified Check, Performance Bond and Payment Bond.

#### **D- QUESTIONS**

- a. Should the Bidder find discrepancies or ambiguities in, or omissions from, the Drawings or Specifications, or should be in doubt as to their meaning, he shall at once notify the Design Professional.
- b. The Design Professional, per above, will send a written bulletin or Addendum to all bidders.
- c. The Design Professional shall not be responsible for any oral instructions to bidders.

#### **E- COORDINATION OF THE WORK**

- a. The Contractor shall schedule, layout and coordinate the work to minimize delays and repetitive operations.
- b. The Contractor shall protect existing and new work from damage by weather and vandalism.

#### **F-LAWS AND REGULATIONS**

- a. All work, including demolition, dismantlement, patching, removal of any hazardous materials, and off site disposal of materials shall conform to local, state and national building codes including OSHA Code and the New Jersey Department of Environmental Protection, all of the latest edition in force.

#### **G- SALES TAX**

- a. The Owner is a Tax Exempt Organization in the State of New Jersey. Owner, prior to start of project, shall furnish Tax Exempt Forms, as required, to the successful Bidder.

#### **H-BID BOND**

- a. The Bidder's attention is directed to the fact that a Bid Bond is required for this project.
- b. The Bidder, along with related bid documents and proposals, as well as other Bonds as may be required by these documents, shall submit a fully executed Bid Bond, AIA Document A 310 entitled "BID BOND."
- c. The penalty amount indicated under the Bid Bind, AIA 310, shall be Ten Percent [10%] of the Bidding contractor's [The Principal] total bid price.

#### **I- BID BOND IN THE FORM OF CERTIFIED CHECK**

- a. The Bidder may, in lieu of executing an AIA A301 Bid Bond, furnish the Owner along with his proposal and other related documents and other bonds as many be

- required, a Certified Bank Check in the amount of Ten Percent [10%] of the Bidding Contractor's total Bid Price.
- b. The certified check shall be made payable to the Delaware River Basin Commission in the amount specified under I-a above. Bidder shall also submit to the Delaware River Basin Commission along with the certified Check, a written, signed statement that acknowledges the Bidder understands that the Delaware River Basin Commission may have the right to keep Bidder's full Bid Bond Check as damages and penalty as provided in paragraph I-d of the Invitation to Bidders.
  - c. The owner shall return full amount of the certified checks submitted by Bidders within ten [10] days after the Owner executes and signs an agreement with the successful Bidder.
  - d. Should the successful Bidder, after notification by the Owner, refuse, for any reason, to execute an Owner-Contractor Agreement for the performance of the work as bid, then the Owner shall have the right to keep the Bidder's full Bid Bond Check as damages and penalties.

#### **J-PERFORMANCE BOND & PAYMENT BOND**

- a. The Bidder's attention is directed to the fact that a Performance Bond & Payment Bond is required for this project.
- b. The Bidder, along with related bid documents and proposals, as well as other Bonds as may be required by these documents, shall submit a fully executed Performance Bond and Payment Bond, AIA Documents entitled "AIA A312 Performance Bond" and "AIA A312 Payment Bond."

#### **K-OWNER'S RIGHT TO REJECT BIDS**

- a. The Owner reserves the right to reject any and all bids received for whatever reason that the Owner deems necessary.
- b. The Owner assumes no liability for any costs incurred by a bidder for his preparation and submission of a bid for this project.

#### **L- BID SUBMISSIONS**

- a. The Owner has advertised for Bids and shall stipulate the latest date and time that Bids shall be received.
- b. Unless noted otherwise, bidders shall submit sealed bid proposals to:  
DELAWARE RIVER BASIN COMMISSION  
25 State Police Drive, West Trenton, New Jersey 08628  
c/o Mr. Richard C. Gore, Chief Administrative Officer  
Administration Building, DRBC Telephone: 609-883-9500 Extension 201
- c. No bids will be accepted or considered if they are received by the Owner after the advertised deadlines for receipt of bids.



#### **M- BIDDER INFORMATION AND BID DOCUMENTS**

- a. Prospective Bidders may obtain information regarding Bid Documents and Proposals as indicated in the Owner's Advertisements and Bid Notifications.
- b. Unless noted otherwise, Bid Documents and Proposal Forms may be obtained by contacting Owner at the Delaware River Basin Commission Administration Building, 25 State Police Drive, West Trenton, New Jersey 08628, Attention: Mr. Richard C. Gore, CAO at 609-883-9500 Extension 201 during normal business hours.
- c. The Owner shall be held harmless for any errors or omissions caused by Newspapers, publishers or similar firms engaged by the Owner to publish Bid Notices.

#### **N- SITE INSPECTIONS**

- a. **An optional pre-bid site meeting will be held on FRIDAY, NOVEMBER 20, 2015 @ 2:00 P.M.**
- b. Each prospective bidder, before visiting the premises shall contact the Owner to obtain permission and to schedule the time that is convenient to make such inspections.

#### **O- BIDDER QUALIFICATIONS**

- a. Each prospective Bidder shall execute and fully complete AIA Document A 305, "Contractor's Qualification Statement" and submit two [2] copies to the Owner with their Bid.

## **Part 1- General**

### **1.01 DESCRIPTION**

- A. Furnish all labor, materials, accessories, equipment, and incidentals as required to perform all operations in connection with the NEW RENOVATIONS TO THE GODDARD CONFERENCE ROOM.
- B. The NEW RENOVATIONS TO THE GODDARD CONFERENCE ROOM includes, but it is not necessarily limited to, the following major items of work, indicated on the drawings and or as specified herein.
  - 1. Inspection of the site, exterior building and utilities
  - 2. Contractor's Requirements.
  - 3. Pre-Construction Job Meeting.
  - 4. Preparation and submission of shop drawings.
  - 5. Layout and scheduling of the work.
  - 6. On-site progress inspections and final inspections.
  - 7. Weather protection.
  - 8. Staging equipment.
  - 9. Temporary Equipment and Facilities.

### **1.02 RELATED DOCUMENTS**

- A. The general provisions of the Contract, AIA document A 201, and the general conditions of these specifications apply to the work specified under this section.
- B. The Contract Documents, include herein by reference, apply to this section. These documents include:
  - 1. AIA Doc. A 101 Standard Form of Agreement Between Owner & Contractor.
  - 2. AIA Doc. A 201 General Conditions of the Contract for Construction.
  - 3. AIA Doc. G 702 Application and Certificate for Payment.
  - 4. AIA Doc. A 702 A Continuation sheet to G 702.
  - 5. AIA Doc. G 704 Certificate of Substantial Completion.
  - 6. AIA Doc. G 706 Contractor's Affidavit of Payment of Debts & Claims.
  - 7. AIA Doc. G 706A Contractor's Affidavit of Release of Liens.

### **1.03 QUALITY ASSURANCE**

- A. All work and associated work must be guaranteed by a single firm, called the "Contractor" in this section, so that there will be undivided responsibility for the specified performance of all component parts, constructed by the Contractor and/or subcontractor.

November 6, 2015

**NOTICE TO BIDDERS**

**THE GODDARD CONFERENCE ROOM RENOVATIONS AT DRBC  
HEADQUARTERS FACILITY**

The Delaware River Basin Commission (DRBC) is seeking qualified Contractors to submit bids for the Goddard conference room renovations at the Commission's existing Administration Building located at 25 State Police Drive, West Trenton, Mercer County, New Jersey.

Scope of work includes the renovation of the Goddard conference room and all its components, about 788 s.f. existing floor area as per floor plans.

Prospective Bidders are required to complete a Contractor's Qualification Statement (A1A Document A305) which is included in the bid documents and submit to Owner with their Bid.

Bid Documents will consist of plans and specifications and a Contractors Qualification Statement (A1A Document A305) may be obtained by contacting Owner at the Delaware River Basin Commission Administration Building, 25 State Police Drive, West Trenton, New Jersey 08628, Attention: Mr. Richard C. Gore, CAO at 609-883-9500 Extension 201 during normal business hours.

Bid Documents will be available beginning on November 6, 2015.

AN OPTIONAL PRE-BID SITE MEETING WILL BE HELD ON FRIDAY, NOVEMBER 20, 2015 @ 2:00 P.M.

SEALED BIDS ARE DUE NO LATER THAN MONDAY, DECEMBER 7, @ 4:00 P.M.  
AT DRBC ADMINISTRATIVE OFFICES, 25 STATE POLICE DRIVE, WEST TRENTON, NJ  
08628  
AND WILL BE OPENED ON THURSDAY, DECEMBER 10, @ 10:00 A.M.

Prospective Bidders May Direct Their Inquiries To:  
Mr. Richard C. Gore, CAO  
Delaware River Basin Commission  
25 State Police Drive  
West Trenton, NJ 08628  
(609) 883-9500 ext. 201

## CONTRACTOR'S QUALIFICATION STATEMENT

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THIS DOCUMENT HAS IMPORTANT LEGAL CONSEQUENCES:  
CONSULTATION WITH AN ATTORNEY IS ENCOURAGED WITH RESPECT  
TO ITS COMPLETION OR MODIFICATION.

This form is approved and recommended by The American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by the AIA or AGC.

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The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: Delaware River Basin Commission, Mr. Richard C. Gore, CAO

ADDRESS: 25 State Police Drive, West Trenton, NJ 08628

SUBMITTED BY:

☐ Corporation ☐ Partnership ☐ Individual ☐ Joint Venture ☐ Other

NAME:

ADDRESS:

PRINCIPAL OFFICE:

NAME OF PROJECT (if applicable): The Goddard Conference room Renovations

TYPE OF WORK: (file separate form for each Classification of Work):

☒ General construction ☒ HVAC ☒ Plumbing ☒ Electrical ☐ Fire Alarm

## **1. ORGANIZATION**

1.1 How many years has your organization been in business as a Contractor?

1.2 How many years has your organization been in business under its present business name?

1.2.1 Under what other or former names has your organization operated?

1.3 If your organization is a corporation, answer the following:

1.3.1 Date of Incorporation:

1.3.2 State of Incorporation:

1.3.3 President's name:

1.3.4 Vice-President's name(s):

1.3.5 Secretary's name:

1.3.6 Treasurer's name:

## **2. LICENSING**

2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

2.2 List jurisdictions in which your organization's partnership or trade name is filed.

### **3. EXPERIENCE**

3.1 List the categories of work that your organization normally performs with its own forces.

3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

3.2.1 Has your organization ever failed to complete any work awarded to it?

3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organizations or its officers?

3.2.3 Has your organization filed any lawsuits or requested arbitration with regard to construction contracts within the last five years?

3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect/engineer, contract amount, percent complete and schedule completion date.

3.4.1 State total worth of work in progress and under contract.

3.5 On a separate sheet, list the major projects your organization has completed in the last five years, giving the name of the project, owner, architect/engineer, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

3.5.1 State average annual amount of construction work performed during the past five years:

3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

## **4. REFERENCES**

4.1 Trade References:

4.2 Bank References:

4.3 Surety:

4.3.1 Name of bonding company:

4.3.2 Name and address of agent:

## **5. FINANCING**

5.1 Financial Statement.

5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

5.1.3 Is the attached financial statement for the identical organization named on page one?

5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidary).

5.2 Will the organization whose financial statement is attached act as guarantor for the contract for construction?

## 6. SIGNATURE

6.1 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_

By:

Title:

\_\_\_\_\_ being duly sworn, deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Notary Public

\_\_\_\_\_

My Commission expires